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Chief Executive Officer

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September 8, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS:
INFORMATION TECHNOLOGY (IT) OCCUPATIONAL STUDY (PHASE II)
AND DEPARTMENT OF HEALTH SERVICES IT BUREAU REORGANIZATION
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

This letter will update the County Classification Plan to further implement the findings of Phase II of the Countywide Information Technology (IT) Occupational Study and of the proposed reorganization of the Department of Health Services (DHS) Administration, Information Technology Bureau.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code, to reclassify six (6) information technology supervisory and management positions at the Fire and Internal Services Departments as part of the implementation of the Countywide Occupational Study and 36 positions in the IT Bureau of DHS Administration as part of their ongoing reorganization, and deleting a non-represented classification.

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These reclassification recommendations will ensure the proper classification and compensation of positions to recognize the technological changes in countywide IT operations and in the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment B). This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the newly-revised County Strategic Plan, Operational Effectiveness Goal, enhancing the quality of central support services by improving the quality of the workforce, achieving departmental operational needs, and maintaining consistency in personnel practices throughout the County.

Deleted Class

As a result of the implementation of Phase II of the IT occupational study, we recommend deleting the position of Assistant Chief, Information Systems, Fire, from the County Classification Plan (Attachment A). Class deletions are consistent with the County's strategy to reduce the number of County classes. The department has been informed of and has consented to the deletion.

DHS Administration-Information Technology Bureau Reorganization

The reorganization of the Information Technology (IT) Bureau in DHS was initiated in late 2008 and the resulting classification actions have been reported out to your Board on a flow basis in two previous Board letters, dated February 10 and April 7, 2009. This phased approach reflects the prioritizing of critical operational needs as identified by DHS Executive Management. The recommendations set forth in this Board letter represent all the remaining actions associated with this IT reorganization. Specifically, a total of 62 positions were reviewed in this final phase of which 36 are being recommended for reclassification (Attachment B, Table I).

Please note that this IT reorganization will not result in any increase in the number of budgeted positions. Where additional positions are deemed necessary as part of the proposed reorganization, other vacant positions allocated to the IT Bureau are being deleted from the budget. These actions will facilitate the recruitment and retention of technical skilled staff, and reduce reliance upon contract agency personnel.

Countywide Information Technology Occupational Study – Phase II

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. During the past two years, your Board has approved the creation of nine (9) IT management and supervisory classifications that reflect current-day classification practices of public and private sector organizations.

As part of the continuing implementation of this study, five (5) positions in the Internal Services Department (ISD) Customer Service Division and one (1) position in the Fire Department are being recommended for reclassification to Information Technology management and supervisory classifications (Attachment B, Table II). The duties and responsibilities assigned to these positions are found to meet allocation standards of the recommended classes.

FISCAL IMPACT/FINANCING

The projected budgeted cost for the 42 positions that will be reclassified is estimated to total \$102,604 (all funds). Specifically, the budgeted cost for DHS is \$113,664. For ISD, there is a budgeted cost savings of \$11,060 and a Net County savings of \$442. The one action in the Fire Department is cost neutral. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notification has been provided to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
SJM:SHC:KP:ra

Attachments (2)

- c: Interim Director of Personnel
- Executive Officer, Board of Supervisors
- County Counsel
- Auditor-Controller
- Affected Departments

ATTACHMENT A

NON-REPRESENTED CLASS RECOMMENDED FOR DELETION

| Item No. | Title |
|---------------------|--|
| 2616 | Assistant Chief, Information Systems, Fire |

ATTACHMENT B

RECOMMENDED RECLASSIFICATIONS FOR INFORMATION TECHNOLOGY POSITIONS (All positions are non-represented unless otherwise indicated)

I. REORGANIZATION OF DHS ADMINISTRATION INFORMATION TECHNOLOGY BUREAU

| No of Pos. | Present Classification | No of Pos. | Classification Findings |
|---|--|------------------|---|
| Planning and Administration Division / Branch Management Technical Units | | | |
| 1 | Accountant III (NM 83F) — <i>Represented</i> | 1 | Administrative Assistant III (NM 85K) — <i>Represented</i> |
| 1 | Data Elements Coordinator, Health Services (N23 S12) | 1 | Information Technology Manager III (N23 S13) |
| 1 | Head, Management Services, Health Services (NM 106B) | 1 | Administrative Services Manager III (NM 106B) |
| 5 | Information Systems Manager I (NM 109H) | 3 | Information Technology Specialist I (NM 109H) |
| | | 1 | Information Technology Specialist II (NM 114K) |
| | | 1 | Principal Information Systems Analyst (NM 103H) |
| 1 | Information Systems Supervisor II (NM 104B) | 1 | Departmental Information Security Officer II (NM 109H) |
| 2 | Physician Specialist, M.D. - Internal Medicine (N19) — <i>Represented</i> | 1 | Information Technology Specialist I (NM 109H) |
| | | 1 | Principal Information Systems Analyst (NM 103H) |
| 2 | Senior Information Systems Analyst (NM 99E) | 2 | Principal Information Systems Analyst (NM 103H) |
| 1 | Staff Analyst, Health (NM 96D) | 1 | Senior Accounting Systems Technician (NM 93H) |
| 14 | | | |

I. REORGANIZATION OF DHS ADMINISTRATION INFORMATION TECHNOLOGY BUREAU
(Cont'd)

| No of Pos. | Present Classification | No of Pos. | Classification Findings |
|---|--|------------------|---|
| Application & Development and Data & Analytics Divisions | | | |
| 1 | Assistant Nursing Director, Administration (N41 RN17) | 1 | Information Technology Manager I (N23 S11) |
| 2 | Data Elements Coordinator, Health Services (N23 S12) | 1 | Information Technology Manager III (N23 S13) |
| | | 1 | Information Technology Manager II (N23 S12) |
| 1 | Information Systems Analyst II (NM 92B) — <i>Represented</i> | 1 | Application Developer II (N2M 92C) — <i>Represented</i> |
| 1 | Information Systems Analyst II (NM 92B) — <i>Represented</i> | 1 | Principal Information Systems Analyst (NM 103H) |
| 1 | Information Systems Analyst II (NM 92B) — <i>Represented</i> | 1 | Senior Application Developer (NM 97B) — <i>Represented</i> |
| 1 | Information Systems Analyst II (NM 92B) — <i>Represented</i> | 1 | Senior Information Systems Analyst (NM 99E) |
| 2 | Information Systems Supervisor II (NM 104B) | 2 | Information Technology Manager II (N23 S12) |
| 1 | Information Systems Supervisor II (NM 104B) | 1 | Information Technology Specialist I (NM 109H) |
| 1 | Information Technology Aide (NM 71F) — <i>Represented</i> | 1 | Application Developer II (N2M 92C) — <i>Represented</i> |
| 1 | Information Technology Technical Support Analyst II (NM 87F) — <i>Represented</i> | 1 | Application Developer II (N2M 92C) — <i>Represented</i> |
| 2 | Physician Specialist, M.D. - Internal Medicine (N19) — <i>Represented</i> | 2 | Information Technology Specialist I (NM 109H) |
| 1 | Principal Application Developer (NM 103E) | 1 | Database Administrator (NM 104H) |
| 1 | Principal Application Developer (NM 103E) | 1 | Principal Information Systems Analyst (NM 103H) |
| 1 | Senior Information Systems Analyst (NM 99E) | 1 | Information Technology Supervisor (NM 104H) |
| 2 | Senior Information Systems Analyst (NM 99E) | 2 | Principal Information Systems Analyst (NM 103H) |
| 2 | Senior Information Systems Analyst (NM 99E) | 2 | Senior Application Developer (NM 97B) — <i>Represented</i> |

| No of Pos. | Present Classification | No of Pos. | Classification Findings |
|------------|--|------------|--|
| 1 | Supervising Information Systems Support Analyst (NM 97E) | 1 | Information Systems Analyst II (NM 92B) — <i>Represented</i> |
| 22 | | | |

II. IT STUDY – PHASE II

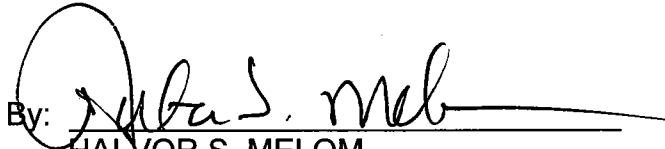
| Department | No of Pos. | Present Classification | No of Pos. | Classification Findings |
|------------------------------|------------|---|------------|--|
| Fire Department | 1 | Chief, Information Systems, Fire (N23 S13) | 1 | Departmental Chief Information Officer I (N23 S13) |
| Internal Services Department | 4 | Senior Information Systems Support Analyst (NM 97E) | 5 | Information Technology Technical Support Supervisor (NM 95F) |
| | 1 | Senior Information Technology Technical Support Analyst (NM 91F) — <i>Represented</i> | | |
| Total | 6 | | | |

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Deleting one (1) non-represented employee classification; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Fire, Health Services, and Internal Services.

ROBERT E. KALUNIAN
Acting County Counsel

By: 

HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Division

HSM:di

Requested: 8/11/09
Revised: 8/14/09

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in three (3) departments to implement the findings of the Countywide Information Technology (IT) Occupational Study and proposed reorganization of the Department of Health Services (DHS) Administration, Information Technology Bureau.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to delete the following class:

| ITEM NO. | TITLE | EFFECTIVE DATE | SALARY OR SALARY SCHEDULE AND LEVEL |
|-------------|--|-------------------|--|
| 2616 | ASST CHIEF, INFORMATION SYSTEMS, FIRE | 01/01/2006 | 101B |
| | | 10/01/2006 | 102G |
| | | 04/01/2007 | 104G |
| | | 07/01/2007 | NN 104G |
| | | 01/01/2008 | NN 105H |
| | | 07/01/2008 | NM 105H |
| | | 01/01/2009 | NM 106J |

SECTION 2. Section 6.76.011 (Fire Department – Administrative) is hereby amended to delete the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-------------|----------------------------------|---|
| 2618A | 4 | CHIEF, INFORMATION SYSTEMS, FIRE |

SECTION 3. Section 6.76.011 (Fire Department – Administrative) is hereby amended to add the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|--------------|----------------------------|--|
| <u>2575A</u> | <u>1</u> | <u>DEPTL CHIEF INFORMATION OFFICER I</u> |

SECTION 4. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to delete the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|----------|----------------------------|---|
| 2537A | 4 | SUPVG INFO SYSTEMS SUPPORT ANALYST |

SECTION 5. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following classes and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|--------------|----------------------------|--|
| <u>2620A</u> | <u>1</u> | <u>DATABASE ADMINISTRATOR</u> |
| <u>2612A</u> | <u>1</u> | <u>DEPTL INFO SECURITY OFFICER II</u> |
| <u>2598A</u> | <u>1</u> | <u>INFORMATION TECHNOLOGY SUPERVISOR</u> |

SECTION 6. Section 6.78.010 (Department of Health Services – Administration)

Is hereby amended to change the number of ordinance positions for the following classes:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | | TITLE |
|----------|----------------------------|-----------|-------------------------------------|
| 0648A | 7 | <u>6</u> | ACCOUNTANT III |
| 0889A | 22 | <u>23</u> | ADMINISTRATIVE ASSISTANT III |
| 1004A | 8 | <u>9</u> | ADMINISTRATIVE SERVICES MANAGER III |
| 2521A | 5 | <u>8</u> | APPLICATION DEVELOPER II |
| 5295A | 44 | <u>10</u> | ASST NURSING DIR,ADMINISTRATION |
| 2624A | 4 | <u>1</u> | DATA ELEMENTS COORDINATOR,HS |
| 1077A | 2 | <u>1</u> | HEAD,MANAGEMENT SERVICES,HS |
| 2591A | 28 | <u>25</u> | INFORMATION SYSTEMS ANALYST II |
| 2573A | 43 | <u>8</u> | INFORMATION SYSTEMS MANAGER I |
| 2596A | 40 | <u>6</u> | INFORMATION SYSTEMS SUPERVISOR II |
| 2584A | 2 | <u>1</u> | INFORMATION TECHNOLOGY AIDE |
| 2565A | 4 | <u>2</u> | INFORMATION TECHNOLOGY MANAGER I |
| 2571A | 4 | <u>4</u> | INFORMATION TECHNOLOGY MANAGER II |
| 2574A | 2 | <u>4</u> | INFORMATION TECHNOLOGY MANAGER III |
| 2569A | 43 | <u>20</u> | INFORMATION TECHNOLOGY SPECIALIST I |
| 2570A | 2 | <u>3</u> | INFO TECHNOLOGY SPECIALIST II |
| 2546A | 9 | <u>8</u> | IT TECHNICAL SUPPORT ANALYST II |

| | | | |
|-------|---------------|-----------|------------------------------------|
| 5477A | 17 | <u>13</u> | PHYSICIAN SPECIALIST,MD |
| 2526A | 8 | <u>6</u> | PRINCIPAL APPLICATION DEVELOPER |
| 2594A | 9 | <u>17</u> | PRINCIPAL INFO SYSTEMS ANALYST |
| 0666A | 14 | <u>12</u> | SENIOR ACCOUNTING SYSTEMS TECH |
| 2525A | 7 | <u>10</u> | SENIOR APPLICATION DEVELOPER |
| 2593A | 53 | <u>47</u> | SENIOR INFORMATION SYSTEMS ANALYST |
| 4593A | 83 | <u>82</u> | STAFF ANALYST,HEALTH |

SECTION 7. Section 6.81.010 (Internal Services Department) is hereby amended to add the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|--------------|----------------------------|--|
| <u>2548A</u> | <u>5</u> | <u>IT TECHNICAL SUPPORT SUPERVISOR</u> |

SECTION 8. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|----------|----------------------------|-------------------------------------|
| 2536A | 14 <u>10</u> | SENIOR INFO SYSTEMS SUPPORT ANALYST |
| 2547A | 52 <u>51</u> | SENIOR IT TECHNICAL SUPPORT ANALYST |

SECTION 9. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[ITRECLASSEP2009KPCEO]